



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**UNITED STATES ARMY GARRISON, FORT HUACHUCA**  
**14 RHEA AVENUE**  
**FORT HUACHUCA, ARIZONA 85613-7008**

September 13, 2019

Freddy Martinez  
411A Highland Avenue  
Somerville, MA 02144

Dear Mr. Martinez,

This response is to acknowledge receipt of your request dated July 9, 2019 for Records showing "secret squirrels" creation at Fort Huachuca. Policies, manuals, guidelines, or other records for using the Secret Squirrel on Social Media. Policies, manuals, guidelines or other records for using the Knead to Know campaign on Social Media. Records to show the "Knead to Know" creation at Fort Huachuca. Records that serve a functional Operation Security purpose at Fort Huachuca such as reminding soldiers about OPSEC. Documents about any drafts in creating the secret squirrel logo at Fort Huachuca or other US Army bases.

Your request was received by this office on September 11, 2019 and is being processed in accordance with Title 5 United States Code 552, The Freedom of Information Act (FOIA). Your tracking number will be FP-19-028682 based on the date of its receipt and is being processed as expeditiously as possible. Check status of the request online at <https://www.foia.army.mil/facts/casestatus.aspx>.

It is our policy that each request receives prompt attention, and every effort is made to treat all requesters equally. We receive many FOIA requests, the search, coordination, review, and response is a time-consuming process. Based on general fairness to the public, the FOIA establishes a queuing concept, first-in, first-out, and whether the case is easy or difficult to complete. This practice has been recognized by the courts, *Open America v. Watergate Special Prosecution Force*, 547 F.2d 605, 614-16 (D.C. Cir. 1976). We act on requests promptly, but circumstances do not always permit us to respond as quickly as we wish. We must ask your patience as your request is processed. The estimated completion date of your request is October 9, 2019.

You have the right to contact the Office of Government Information Services (OGIS) to inquire about the FOIA mediation services they offer. The contact information for OGIS is: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Contact information for this office is, Mailing Address: United States Army Garrison,  
Attention: IMHU-HRA (FOIA), 14 Rhea Avenue, Room 9, Fort Huachuca, AZ 85613,  
Email: [usarmy.huachuca.imcom-central.mbx.foia@mail.mil](mailto:usarmy.huachuca.imcom-central.mbx.foia@mail.mil) or you can reach me via  
telephone my number is (520) 533-3932.

Sincerely,

A handwritten signature in blue ink that reads "Nancy H. Williams". The signature is fluid and cursive, with the first name "Nancy" and last name "Williams" clearly legible, and "H." as a small initial in the middle.

Nancy H. Williams  
Freedom of Information Act Officer